

Minutes of Special and Work Session

The Board of Directors Ashland School District

A Special and Work Meeting of the Board of Directors of the Ashland School District was held Thursday, May 28, 2020, beginning at 5:30 PM via Zoom link.

1. Call to Order / Roll Check

Chair Skuratowicz called the meeting to order and a roll check confirmed that all directors were present. Also present were:

Operations Director Steve Mitzel
HR & Communications Director Laurie Rooper
AHS Interim Principal Samuel Bogdanove
Board secretary Jackie Schad

2. Superintendent Search

A. Review Input to Qualities and Qualifications for new superintendent

Director Chang reviewed the updated summary of Qualities and Qualifications desired in a superintendent, which incorporated the feedback received from staff and others in the preceding days.

Director Westrick noted a strong desire for choosing an internal candidate. Several directors expressed the same preference. There was discussion about whether to require an Oregon administrative license. There were some edits made to clarify wording. The statement will be used regardless of the process selected, internal search first followed by external if the first is unsuccessful, or proceeding with an external search immediately.

Chair Skuratowicz moved and Director Westrick seconded the approval of the Qualities and Qualifications list as revised. The roll was called, with all directors voting Yes, and the motion carried unanimously.

B. Process for Recruiting Candidates

The Board discussed process steps for recruiting and reviewing candidates. The points raised included:

- Whether to use a search consultant or handle the search in house
- Whether to post the opening exclusively internally first or begin a national search
- Whether to hire on an interim basis or make a permanent appointment
- Whether to require internal applicants to submit a full application packet including formal references, transcripts, etc.

After assessing individual preferences on each of the preceding points, Director Monter-Rangel moved that the Board proceed with an internal search first and with the intent, if successful, to make a permanent appointment. Director Chang seconded the motion.

The roll was called with all directors voting Yes. The motion carried unanimously.

C. Timeline for review and next meeting

With a consensus to complete the internal process by July 1, 2020, the directors discussed an expedited process and timeline. The initial steps identified were:

- Request minimum application materials
- Solicit a statement of interest
- Set a deadline for requested application materials
- Conduct an expedited review process providing opportunity for public input
- Conduct individual interviews
- Do vetting and reference checking
- Make an offer and, if accepted, negotiate a contract
- Make a public announcement

They discussed offering a Zoom town hall forum for selected candidates to which people could submit questions. Each candidate would also be asked the same set of standardized questions for consistency. There was discussion of asking people to submit questions in advance, particularly from the different types of employees – classified, certified, administrators, etc.

After deliberating about whether or not to request written documents, the consensus was to require some type of written submission. One suggestion was to request a written statement of intent that would address the questions, “Why now? Why you?”

Given intense workloads now, Director Westrick suggested asking for work samples to illustrate demonstrated communication skills. Perhaps we could request one to an internal audience of staff and colleagues and one to an external audience. Director Westrick would like to elicit the candidate’s vision for ASD for the next decade.

Chair Skuratowicz clarified that the Board will interview the candidate or candidates and the Board makes the decision. The community should have the opportunity for questions.

Board members shared their preferences.

Director Skuratowicz would like to receive a Resume and Demonstrated communication samples. She would prefer uniform requirements for each candidate.

Director Monter-Rangel prefers a transparent process.

Director Prud'homme would like a resume and communication samples.

Director Chang asked if we would accept feedback from other stakeholders in the district. Director Westrick commented that based on his previous experience with two searches, feedback will be received organically. The Board should consider it and also do independent reference checking. Director Prud'homme supported reference checking and all directors agreed to help with that.

In Summary, the directors empowered Chair Skuratowicz to build the process based on this discussion. The following tentative timeline was proposed:

June 3 – Deadline for a written statement of intent to apply.

June 8 – Written application submitted with resume and communication samples.

June 9 – Public forum or forums held for candidates.

June 11-12 Board interviews candidates.

June 11 on Board does reference checking.

The final selection will be announced at the conclusion of successful negotiation and a signed contract.

There was consensus that every applicant would receive an interview and the minimum requirement included a current administrative license.

The Board requested staff assistance in publicizing as widely as possible. There was also a request to collect objective questions from ASD staff and community members through a Web form of some type.

3. Other items of Interest

Board members thanked the district staff for performing hard work with continuing dedication through this very challenging time of transition.

4. Adjourn

With no further business, Chair Skuratowicz adjourned the meeting at 7:12 pm.

Submitted by:
Jackie Schad, Board Secretary

Dated for Board Approval: June 8, 2020

Board Chair, Eva Skuratowicz

Acting Superintendent Steve Retzlaff